

LAPEER COMMUNITY SCHOOL DISTRICT
PURCHASING DEPARTMENT
1025 West Nepessing Street
Lapeer, Michigan 48446

DATE: June 6, 2005

TO:

**Gym floor sanding and refinishing at
Lapeer East High School and
Lapeer West High School**

BID #: 06-01

Attached is a Request for Bid package. Please complete and return the Bid Summary Sheet in the enclosed self-addressed envelope by the specified due date and time.

A. NOTES & COMMENTS

1. This inquiry implies no obligation on the part of the buyer.
2. Specifications and terms and conditions are attached or included on the Bid forms.
3. Bids received after the due date and time will not be accepted.
4. The Lapeer Community School District reserves the right to accept or reject any or all bids and to make the award in any way it deems to be in its best interest.
5. Please include copy of Insurance Certificate.
6. There will be no minimum order quantity on any item bid.
7. The bid quantity is an estimate. The Lapeer Community School District reserves the right to buy more or less than bid quantity as required.
8. No construction bids will be received and opened after the bid opening time on the due date.
9. **ALL BIDDERS MUST COMPLETE A FAMILIAL DISCLOSURE STATEMENT AND HAVE THAT FORM NOTARIZED AND SUBMITTED WITH YOUR BID. BIDS SUBMITTED WITHOUT THIS SWORN AND NOTARIZED DISCLOSURE STATEMENT WILL BE REJECTED.**

Bonnie Groce
Purchasing Coordinator

REQUEST FOR BID

(This is not an order)

PLEASE SUBMIT BIDS FOR DELIVERY, AS PER THE ATTACHED SPECIFICATIONS, OF THE FOLLOWING ITEM(S).

**Gym floor sanding and refinishing at
Lapeer East High School and
Lapeer West High School**

BID #: 06-01

BIDS ARE DUE AND WILL BE OPENED:

DAY: **Thursday**

DATE: **June 23, 2005**

TIME: **2:00 p.m. EST**

TERMS AND CONDITIONS

1) PREPARATION OF BIDS:

- a) Bidders are expected to examine specifications and all instructions.
- b) If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other conditions within the invitation, he/she may submit to the Purchasing Coordinator, a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Only the Coordinator will make any interpretation. A copy of such addendum will be mailed or delivered to each person in receipt of the invitation. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of proposal. Bidder will acknowledge receipt of each addendum issued by stating same in his proposal. Oral explanations will not be binding.
- c) Each bidder shall furnish all information required on Bid form. The person signing the Bid Form must initialize erasures or other changes.

2) SUBMISSION OF BIDS:

- a) All bids shall be submitted in sealed envelopes and shall include the following information on the face of the envelope: bidder's name, address, subject matter of proposal, date and hour of bid opening as stated in the invitation. Failure to do so may result in a premature opening of or failure to open such proposal.
- b) Bidders are responsible for submitting proposals before the stated closing time to the proper location as noted on the instructions. Delays in the mail will not be considered. Any proposal received after the stated closing time will be returned to the bidder unopened.
- c) In the event no bid is to be submitted, please mark "NO BID" and return promptly.
- d) Any bid may be withdrawn by giving written notice to the Purchasing Coordinator before stated closing time. After stated closing time, no bid may be withdrawn or cancelled for a period of 60 days after said closing time.

3) CONSIDERATION OF PROPOSALS:

- a) The Purchasing Coordinator shall represent the School District in all matters pertaining to this proposal and contact in conjunction therewith. The School District reserves the right to reject any or all proposals and to disregard any informality in bids and bidding.
- b) Proposals submitted on Bid Form are understood to be according to Specification Data.

The Coordinator hereby reserves the right to approve as an equal, or to reject as not being an equal, any article proposed which contains major or minor variations from specifications requirements, but most often may comply substantially therewith.

4) CONTRACTOR RESPONSIBILITIES:

a) INSPECTION OF SITE

Before submitting the proposal, each bidder shall personally inspect the site of the proposed deliveries to arrive at a clear understanding of the conditions under which the deliveries are to be made. Contact Rob Flack, Executive Director of Operations at 810-667-2401 and/or Mark Misener, Coordinator Facilities & Grounds at 810 614-2839 for any questions.

Each bidder shall be held to have compared the premises with the specifications and to have satisfied themselves as to the conditions of the premises and any other conditions affecting the carrying out of their work before delivery of the proposal.

No allowance or extra consideration on behalf of the company will subsequently be allowed by reason of error or oversight on the part of the company.

b) The contractor is required to submit proof of the following minimum insurance:

Workers Comp. Insurance	All liability imposed by Workers Comp. Statute
General Liability Insurance	\$1,000,000

Certificates of such insurance shall be filed with the Lapeer Community Board of Education before any work or delivery begins. Notification of any policy changes or cancellations of insurance must be made know to Lapeer Community Schools within twenty-four hours of notification.

c) A proposal guarantee in the form of a certified check or satisfactory bid bond in favor of the Lapeer Community Schools in an amount not less than five percent (5%) of the base bid is required for all construction bids.

5) FAMILIAL DISCLOSURE STATEMENT

a) The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board of Education or the Superintendent of the School District. The Board of Education will not accept a bid that does not include this sworn and notarized disclosure statement. See form of Affidavit attached.

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____
(the "Bidder"), pursuant to the familial disclosure requirement provided in the Lapeer
Community School Districts advertisement for construction bids, hereby represent and
warrant, except as provided below, that no familial relationships exist between the
owner(s) or any employee of _____
and any member of the Board of Education of the School District or the Superintendent of
the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2005,
by _____.

_____, Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

LAPEER COMMUNITY SCHOOL DISTRICT

BID #06-01

**Gym floor sanding and refinishing at
Lapeer East High School and
Lapeer West High School
Specifications**

Part 1 – General

1.01 WORK SCOPE

- A. Provide labor, materials, and equipment necessary to repair all damaged areas, re-anchor all loose areas, and re-sand and finish the existing wood floor at the above referenced project.

1.02 SCHEDULING

- A. The completion date for the project is July 18, 2005. Project will be ready to start on July 1, 2005. If the contractor fails to complete the project by July 18, 2005 they may receive a penalty of \$200.00 per day for each and every day or portion thereof in which the project is not complete.

Part 2-Materials

2.01 MATERIALS

- A. Robbins 33/32" x 2-1/4" 2nd and Better "Lock-Tite" specially profiled strip maple or equivalent for necessary repairs to be made.
- B. Polo Plaz "World Class" gym sealer and finish by National Coatings or equivalent.
- C. Game line marking paints shall be formulated and produced by the finish manufacturer to insure compatibility of finish and paint.

Part 3- Execution

3.01 DEMOLITION

- A. Remove and replace boards that are either missing from the floor or have been cut open with a circular saw.
- B. Foreman will walk the floor with Mr. Rob Flack to review any damaged or loose areas that were not reviewed prior to bid day. After formal approval by Mr. Rob Flack, sanding of the repaired floor may begin.

3.02 INSTALLATION

- A. Install new strip flooring in areas where needed to repair damaged areas.
- B. Re-anchor all loose areas: drill, counter bore, install anchor, wood plug and sand.
- C. Sand existing wood flooring down to bare wood.
- D. Apply first seal coat using applicator lightly buffing between coats.
- E. Apply second seal coat using applicator lightly buffing between coats.
- F. Layout and paint game lines per attached details.
- G. Apply two coats of finish over the painted lines.

SEE ATTACHED ADDENDUM A FOR ADDITIONAL DETAILS AND SPECIFICATIONS

ADDENDUM A

Bid for Complete Sanding and Refinishing of Gymnasium Floor at Lapeer East High School

Bid to include the following:

Existing Wood Gym Floor: 109' x 98'-2" (minus bleachers in closed position = 84'x 3'-0" x (2);
Total floor to resurface approximately 10,195 sq. ft.

- A. Complete sanding of gymnasium floor using the three step sanding procedure. The floor is to be screened and vacuumed prior to seal coats.
- B. Apply two coats of Hillyard Gold Medalist Gym Seal or equivalent with 24 hours between coats.
- C. The floor to be screened and cleaned with solvent cleaner prior to all game line and graphics being painted. Colors to be chosen by owner.
- D. Paint logos on baselines and center court as directed at location.
- E. Remove old volleyball inserts and repair floor.
- F. Add four new volleyball inserts to be installed.
- G. Apply one coat of Hillyard Gold Medalist Gym Finish. Apply one coat of Hillyard 450 Gym Finish for the final coat.
- H. Remove old baseboard and install new ventcove base.
- I. Alternate bid to repair any water damage near outside doors.

Game lines to be painted as:

- (1) Main Basketball Court - 2" black
- (4) Cross Basketball Courts - 1" green w/ Red Lane space markers & segmented inner key tops
- (1) Main Volleyball Court - 2" green
- (2) Cross Volleyball Courts - 2" green (rotate both courts 90 degrees if possible)
- (1) Center Circle Logo – (Add new "EAGLES" logo per owner)
- (2) 1'-0" Side Aprons – Green
- (3) Colored Keys – (make clear per owner)
- (4) Badminton Courts – 2 each side – 1" green
- (3) 7'0" End Aprons with 48" Lettering "EAGLES" each end – green/yellow. Letter spacing @ 3'-0"

All products supplied and installed on this project shall not contain any asbestos materials.

All material and installation must have a one-year warranty from the date of substantial completion.

Work must be started and completed during the first two weeks of July 2005.

ADDENDUM A (CONTINUED)

Bid for Complete Sanding and Refinishing of Gymnasium Floor at Lapeer West High School

Bid to include the following:

Existing Wood Gym Floor: 96' x 96' (minus bleachers in closed position = 84'-0" x 3'-6" x (2);
Total floor to resurface approximately 8,628 sq. ft.

- A. Complete sanding of gymnasium floor using the three step sanding procedure. The floor is to be screened and vacuumed prior to seal coats.
- B. Apply two coats of Hillyard Gold Medallist Gym Seal or equivalent with 24 hours between coats.
- C. The floor to be screened and cleaned with solvent cleaner prior to all game line and graphics being painted. Colors to be chosen by owner.
- D. Paint logos on baselines and center court as directed at location.
- E. Remove old volleyball inserts and repair floor.
- F. Add four new volleyball inserts to be installed.
- G. Apply one coat of Hillyard Gold Medallist Gym Finish. Apply one coat of Hillyard 450 Gym Finish for the final coat.
- H. Remove old baseboard and install new ventcove base.
- I. Alternate bid to repair any water damage near outside doors.

Game lines to be painted as:

- (2) Main Basketball Court - 2" blue
- (3) Cross Basketball Courts - 1" red (add lane space markers)
- (4) Main Volleyball Court - 2" blue
- (5) Cross Volleyball courts - 2" green (rotate 90 degrees if possible)
- (5) 1' – 0" Out-of-Bounds blue (expand to 4" – 0" at both ends)
- (6) Sets 32" – 36" lettering at each end of out-of-bounds
"Lapeer West" at one end & "Panthers" at other end
- (7) Existing painted solid keys (to be made clear – no paint)

All products supplied and installed on this project shall not contain any asbestos materials.

All material and installation must have a one-year warranty from the date of substantial completion.

Work must be started and completed during the first two weeks of July 2005.

LAPEER COMMUNITY SCHOOL DISTRICT

BID SUMMARY SHEET

**Gym floor sanding and refinishing at Lapeer East High School and
Lapeer West High School BID #: 06-01**

Addenda issued during the bidding period, covering additions, deletions or changes to the Documents shall be acknowledged as having been received and included in the Proposal:

Addendum # _____ Dated: _____

Addendum # _____ Dated: _____

ACKNOWLEDGEMENTS

In submitting the Proposals, the Company acknowledges the following:

ACCEPTANCE: The Undersigned understands that the School District reserves the right to reject any or all bids in whole or in part and to waive any informality therein.

TIME LIMIT: The Undersigned agrees that the Proposal shall remain firm for sixty days from the date of the bid.

DUE/OPENING: Thursday, June 23, 2005 at 2:00 p.m. EST

TO: Lapeer Community Schools
 Purchasing Department
 1025 W Nepessing St.
 Lapeer, MI 48446

Firm: _____

By: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

Total Bid Price: _____

Authorized Signature: _____

NOTE: Please attach detailed Bid Sheet